

DELHI DEVELOPMENT AUTHORITY

[FINANCE & EXPENDITURE]

F&E CIRCULAR No. 26/2019

Ensuring attendance and punctuality of officers/officials is one of the major responsibilities of the respective branch officers. The normal office hours of attendance in DDA are 09:30 am to 06.00 pm with half an hour lunch break from 01:30 pm to 02:00 pm.

It has been observed that several staff members are not punctual in attending the office; it has also been noted that they are also not found to be available in their sections, many time despite various orders/circulars issued in this regard. Absence of officials from duty without proper permission or while on duty in office, leaving office without proper and prior permission is subversive of discipline.

In this regard, it is submitted that ensuring attendance and punctuality of officers/officials is one of the major responsibilities of the respective Branch Officers. Hence, all officers/officials are hereby directed to observe the punctuality in attendance scrupulously. They are also directed not to leave the office or remain absent without proper permission or sanction of leave from the Competent Authority. All branch officers are squarely responsible for the efficient, correct and complete implementation of attendance in respect of their branches. They are also directed to monitor the punctuality of the officials working under them any laxity in compliance of the order shall be viewed seriously and disciplinary action shall be initiated against them as per relevant rules.

It is once again stated that aforesaid instructions on punctuality and attendance should be followed scrupulously by all concerned.

[Sunita Jindal]
Dy. CAO (F&E)

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Dated: 23/10/19

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Sunita Jindal
23/10/2019
Dy. CAO (F&E)